

OIS 052-86

13 February 1986

MEMORANDUM FOR: C/IMS/DO
IRO/DO
ES/ODCI
IRO/ODCI
IRO/DI
IRO/DS&T
IRO/DA

25X1 FROM:

Chief, Classification Review Division
Office of Information Services, DA

SUBJECT: Design of a Computerized Data Base System for the CIA
Historical Review Program (HRP)

1. This memo presents OIS/CRD's ideas for a computerized data base system to record the results of declassification review of permanent CIA records under the CIA Historical Review Program (HRP). We are addressing this memo to the ODCI and the individual Directorates, all of whose permanent records may be reviewed as part of the HRP, to invite you to identify special security requirements for such a system and to solicit your technical advice. No system will be adopted until the ODCI and all the Directorates participating in the HRP approve of the system's characteristics, primarily the security factor and the nature and extent of data that must be recorded.

2. Recording should begin very soon if an unmanageable backlog is to be forestalled. DO/SSU records are already under declassification review at OIS/CRD/HRB; the first coordinated returns arrived back at CRD from DO/IMS on 7 February. During the coming week, CRD is scheduled to commence reviewing ODCI records of 1945-55 and DS&T/OSA records on programs.

3. The system, to be chosen jointly by the ODCI and the Directorates and OIS, should meet the following requirements:

- a. Meet the special security needs of the ODCI/Directorates as well as the general security requirements of CIA.

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- b. Account for records, document by document, ultimately transferred to the National Archives and Records Administration (NARA).
 - c. Provide information for periodic reports to Congress on the progress of the HRP.
 - d. Provide a reference to CRD reviewers in their day-to-day work.
4. A basic question is what material should be recorded. OIS proposes recording only those documents that are declassified or sanitized (the sanitized copy only) and transferred to NARA. The reasons are:
- a. We would have a record of everything we declassify and send to NARA.
 - b. The listed data would allow us to reconstitute boxes of records to their original state when combined with the documents that remain.
 - c. The listing would provide us a place to check if a given document has been declassified or sanitized.
 - d. This would be a minimum record and thus the least expensive.
 - e. Recording every document reviewed would be time consuming and expensive and, OIS believes, not cost effective.
5. OIS proposes that data elements for recording be restricted to the essentials necessary to identify the document and to allow for at least minimal search by subject matter:
- a. Date of the document: A basic datum indispensable for identifying a document, especially in the absence of other data.
 - b. Document title/number: Aside from being another basic datum for document identification, the information written into a title can be subjected to computer search for substantive topics, geographic area, etc.
 - c. Originating organization/custodial unit: Identifies the CIA Unit that authorized declassification and transfer to NARA.
 - d. AARC Job-box number: CRD uses this number as the basic unit of accounting in its logs of incoming and outgoing records. This number also will be necessary to reassemble all documents from the same box should documents withheld under current review be declassified in the future.

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- e. Type of Release: In toto or in sanitized form. Reports to Congress should distinguish between these two types of release to demonstrate that CIA is releasing as much information as it can.

6. OIS considered recording the following data elements but decided that they are not essential when weighed against the amount of time it would take to record them (the historians with whom we consulted were very clear on the point that quantity was very important to them):

- a. Coordination partners: 5c above identifies the custodial unit coordinated with. A record of coordination undertaken with other CIA components or with outside agencies will be available in CRD's logs, at least in terms of groups of records.
- b. Number of pages: This information is not necessary for identifying a document. For adding up pages processed under HRP, CRD's documents logs contain adequate information. Page counts help to determine absence or presence of attachments and enclosures but we believe this is not an overriding concern.
- c. Original classification: Not cost effective to include.
- d. Review date: Not cost effective to include.
- e. Reviewer I.D. number: Not cost effective to include. We will record the unit that has the authority and is responsible for declassifying the information (see para 5c above).
- f. Re-review date: Not cost effective to include. The date of review of groups of records will be available in the records of OIS/CRD/HRB.

7. For meeting the special security requirements of the custodial units, the following proposals have been advanced for consideration so far, and we solicit your ideas:

- a. Create new document designators to avoid a centralized recording of the originals.
- b. Transfer blocks of entries to the appropriate custodial units for their control.

8. CRD believes that the quickest path to an acceptable recording system for the HRP is to utilize the ORIS system that embodies the CIA's Officially Released Information Program (See [] 16 September 1985) and that OIS/IPD is already using to record material declassified and released under

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FOIA. At first look the format and range of allowable data elements appear to meet the needs of the HRP. ORIS is also capable of development into an on-line system that reviewers can consult directly using the terminals at their desks. An HRP identification code can be incorporated in the data elements to separate out HRP from FOIA material during searches of ORIS. We would welcome your comments on the desirability of this approach.

25X1 9. Please forward your suggestions and comments to [redacted] C/CRD/HRB,
25X1 on [redacted]
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[redacted]

25X1 cc:

[redacted]

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